Info@starklawlibrary.com

Stark County Law Library Association *March 2001*

BEGINNERS The Lord of the Flies

The email address, info@starklaw library.org really works! TRY IT!!

Learn how:
1) Create and name folders and
2) Find a "lost" document

Now that you are comfortable with your mouse and keyboard and are pretty familiar with what a word processing program looks like, a little of what it does, and how to get in and out of it, it's time for more "Basics".

Open your web browser (Internet Explorer or Netscape Navigator) and log on to the Microsoft Word Tutorial by entering the URL "http://www.baycongroup.com/word.htm" (without the quotation marks).

A handy feature I forgot to mention last month is "Bookmarks" or "Favorites" to save a web site. This makes it much easier to get back into. So look on your tool bar and click on either "Bookmarks" or "Favorites", then click on add and **Microsoft Word Tutorial** will appear in the left hand column. Whenever you want to come back to your tutorial just click on "Bookmarks" or "Favorites" again and Microsoft Word Tutorial will still be in the left hand column. Click on it and you will go right to the tutorial. (To get rid of the left hand column and get the whole screen back just click on "Bookmarks" or "Favorites" again and it will disappear.)

Let's get started with our lesson now!

- To get to **Lesson Three: Microsoft Word Basic Features**, and **Lesson Four: More Basic Features** you will need to use the "scroll bar". It's on the far right side of your screen and at the bottom of the gray column there is a small black arrow. Click on it a few times and the text moves up and displays the rest of the page.
- Again let's print out the lessons so they are easier to work with.
- Click on **Lesson Three: Microsoft Word Basic Features** to open the lesson.
- Put your mouse arrow on "File" in the upper left corner of the screen and drag down to "Print," when it is highlighted, let up on the mouse button. A dialog box will appear on your screen. Find the "OK" and click on it. Use your time wisely and read through the lesson while it is printing.
- At the top of the screen just below "File," find "Back" and click on it to get back to the main page. Scroll down to "**Lesson Four: More Basic Features**," click on it to open the lesson and print it just like you did for Lesson Three.

Again this month there is WAY more information here than you really need to know right now. In Lesson 3 forget the "Inserting Text" and "Overtype" (you can insert text just by putting the curser where you want the

INTERMEDIATE   The Invisible Web

The invisible web is made up of unindexable content that search engines either can't or won't index. It's a huge part of the World Wide Web, and it's growing. The information located on the invisible web is retrievable in several ways:

- Using "bots" software (short for knowledge ro"bots," also known as agents, spiders, crawlers) that search databases,
- Webrings - A webring is a group of related websites that link to one another. Though not really a part of the invisible web, they are a way to locate web sites that might not be found otherwise.
- Digital collections, which describe any system based on discontinuous data or events. Anything in digital format consists of the numbers 1 and 0 or "on" or "off".
- Databases which are any collection of files or links that have their own search engine
- Portals, which are websites or services that offer a broad array of resources and services
- Gateway sites, which are usually subject-specific links to directories containing even more specific links.

The articles I have listed provide back-ground information on the invisible web, and contain many useful links to hidden information.

1. Bergman, Michael K. "Deep Web: Surfacing Hidden Value." The Complete Planet. July 2000. Bright Planet.com LLC. 9 Feb. 2001 <http://www.completeplanet. com/Tutorials/DeepWeb/index. asp>

This article provides an interesting study of the nature of the invisible web and explains why it is invisible to conventional search engines, even the metacrawlers, and illustrates the amount of information available. But some of the information is preliminary and it blatantly promotes it's new product LexiBot.

2. Benjamin, Kay. Discovering The Invisible Web. September 29, 2000. South Central Regional Library Council. 9 Feb. 2001 <http:// lakenet.org/net_ref/manuals/ invisible.html>

Take note of the "Current Awareness Services" and "Bibliography" sections located at the end of this article, they provide excellent content.

3. Searching the Invisible Web. 4 April 2000. Kent State University. 9 Feb. 2001 <http://www.library. kent.edu/internet/invisible_web/>

Lists of invisible web links and a good, encompassing "Bibliography/ Additional Readings" section make this article worth your time.

4. Benjamin, Kay. Invisible Web. 16 Dec. 2000. State University of New York College at Oneonta. 9 Feb. 2001. <http://www.oneonta.edu/ ~libweb/search/invisible.html>

Lots of links!

ADVANCED   Linking: A Necessary, Nasty Verb

> At the core of the privacy debate is personally identifiable information -- what it is and who has access to it.

"Linking is the *sine qua non* of the Internet's most popular information access tool, the World Wide Web, and there are millions of links in place today. Links allow quick access to information that otherwise could take days or even years to find. Linking also permits the user to determine how deeply to explore a particular topic…. [T]he operator of a web-page will desire her page to be the destination of as many links as possible: More links means more hits, and more hits means wider dissemination of whatever information the page is designed to get across." [6]

But "Linking" has become a four-letter word lately. There are several problems related to linking:

1. A grouping of links that make up a derivative work.
2. Passing off when a work of someone else is passed off as one's own
3. Defamation could occur. For example: "This man killed my cat, stole my invention, and threatened to destroy the Internet. The statement itself does not identify the party. The link itself (assuming it actually linked to someone) provides the context that turns the statement into defamation." [7]
4. Trademark infringement

Linking is a topic you should read up on if you have a web site or are planning one. Here are some articles that discuss the subject.

Tysver, Daniel A. "Linking and Liability." BitLaw: A Resource on Technology Law. 2000. Beck & Tysver, P.L.L.C. 9 Feb 2001 <http://www.bitlaw.com/internet/linking.html>

This article defines the problem listed above and discusses some of the associated legal problems.

Kennedy, Shirley Duglin. "Linking Policies for Public Web Sites: In Our Increasingly Litigious Society, They Are Now Essential." 1 Feb 2001. Law Library Resource Exchange, LLC. 9 Feb. 2001 <http://www.llrx.com/featu1res/internetwaves.htm>

The author builds a good case for including a linking policy on your web site, cites specific litigation, gives examples of good linking policies, and includes links for further discussion of the topic. MUST READING!

Kaplan, Carl S. "Cyber Law Journal: Is Linking Illegal?" Technology Cybertimes. 16 June 2000. The New York Times Company. 28 Feb 2002. <http://www.nytimes.com/library/tech/00/06/cyber/cyberlaw/16law.html> Free registration required.

Log onto any good search engine (Google is my favorite) enter "disclaimer" and look at some of the "big name" sites to find some good examples of how other sites are protecting themselves from the legal and ethical problems associated with linking.

BEGINNER   Lord of the Flies (Continued)

text to start and type away!!). "Bold, Underline and Italicize are fun, but just pick one method and learn it well! Some people are "mousers" and use either the icon or menu method and some are typists and prefer the key method.

In Lesson 4 all you really need to know is "Cut and Paste", "Copy and Paste," and "Spell Check." Working with fonts is fun and if you have time - go for it! Save your work from lesson three, but don't exit the word processing program. Click on "File" and drag to "Close" and then click on "File" and drag to "Open a new document"

The hard part is over. Now let's have some fun! Type the Preamble to the Constitution, remember... "We the People of the United States, in Order to form… ." Be sure to save it and give it the title "Preamble." If you thought **that** was ancient history, now I want

you to return to your first American Literature class and think about "The Lord of the Flies" - we all had to read it - you know, good vs. evil, Piggy, the beasties, the fire that almost consumed their island and of course the hunts. Now rewrite the Preamble as the children on the island might have using the skills you have learned this month (delete, copy and paste, insert, etc.). If you can't remember the plot, use the Internet and go to http://www.gerenser.com/lotf/. If you are too young to remember "The Lord of the Flies," use Harry Potter's Slytherins!

When you are finished, highlight "Save As" instead of "Save" and give it a new name to keep both documents, we will be using them next month.

GOOD LUCK!!

> Learn to cut & paste, copy & paste, and spell check.
>
> Practice using your word processing

FOOTNOTES

1 & 2 Barker, Joe. " Evaluating Web Pages: Questions to Ask & Strategies for Getting the Answers." Finding Information on the Internet: A Tutorial. 26 Nov 2001. Library, University of California, Berkeley. 17 Jan 2002. <http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/EvalQuestions.html#Domain>

3 Stoughton, Stephanie. "Online Insecurity: Firms Aim To Ease Fears About Personal Data, Privacy." Boston.Com. 6 March 2001. The Boston Globe. 14 March 2001 <http://www.boston.com/dailyglobe2/065/business/Online_insecurity+.shtml>

4 Privacy Partnership. 1997-2001. TRUSTe. 14 March 2001. <http://www.truste.org>

5 WebTrust: Independent Verification. 2001. American Institute of Certified Public Accountants. 14 March 2001. <http://www.cpawebtrust.org>

6 & 7 Tysver, Daniel A. "Linking and Liability." BitLaw: A Resource on Technology Law. 2000. Beck & Tysver, P.L.L.C. 9 Feb 2001 <http://www.bitlaw.com/internet/linking.html>

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